

JACKSONVILLE
**HOME
+ PATIO
SHOW**



EXHIBITOR MANUAL - FALL 2016

This Exhibitor Manual has been compiled to help you and your staff with complete details about all phases of the exhibition process at the Jacksonville Home + Patio Show.

Enclosed you will find helpful information to make your participation in our show successful.

We strongly urge that you give this manual to those having responsibility for your participation in the show.

JacksonvilleHomeShows.com

MARKETPLACE | **EVENTS**
Largest Home Show Producer | in North America

SHOW MANAGEMENT

The Jacksonville Home + Patio Show is produced and managed by:

Marketplace Events | 6052 Turkey Lake Road | Suite 170 | Orlando, FL 32819

Chiara Renella-Brooks, Show Manager

P: 919-306-9463

ChiaraRB@mpeshows.com

www.jacksonvillehomeshows.com

SHOW FACILITY

The Jacksonville Home + Patio Show is held at the Prime Osborne Convention Center

1000 Water Street | Jacksonville, FL 32204

P: 904-630-4000

<http://jaxevents.com/>

Alma Shirley, Event Manager

ashirley@smgjax.com

SHOW DECORATOR

BOOTH FURNISHINGS: tables, chairs, carpeting, displays & labor.

Hale Northeastern

828 East Ferry Street | Buffalo, NY 14211

P: 716-896-6170

csr@haleexpo.com

ADVANCE ORDER DEADLINE: September 14, 2016

UTILITIES

Parking, Electric, Plumbing, Compressed Air, Natural Gas, Telephone & Internet

These services are provided by the Prime Osborn Convention Center

Main: 904-630-4010

Fax: 904-630-4029

ADVANCE ORDER DEADLINE: September 20, 2016

Questions? Contact Bonnie Erlbacher, Operations Coordinator at Marketplace Events - 407-363-7653 ext. 12.

MOVE-IN | MOVE-OUT DAYS AND HOURS

Move-In - ALL ACCOUNTS MUST BE PAID IN FULL BEFORE YOU MOVE-IN

Tuesday September 27, 2016 8:00am - 5:00pm

Wednesday September 28, 2016 8:00am - 5:00pm

**Exhibitors in booth numbers 815; 817; 819; 821; 823; 825; 831; 835; 837; 839; 845; 847; 851; cannot move in until the dock doors are closed on Wednesday afternoon. Please check with your Sales Consultant for exact times.*

Dock doors will close at 5pm on Tuesday and Wednesday. Exhibitors can enter through the Security Entrance (Door 1) until 7pm. Move-in must be completed by 5:00pm on Wednesday, September 28, 2016.

Forklifts are available to assist with move-in. You may use your own carts, hand trucks, dollies, etc., to transport your exhibit from the dock to your booth. Check in with the Show Decorator to arrange forklift or cart service.

Driving your vehicle on the show floor is by appointment only with the Show Decorator. Drive on is permitted on Tuesday only.

Exhibitors must use Door 1, Door 6 and Door 7 to access the show floor during move in. Please do not use any other doors. **PROPPING DOORS OPEN IS STRICTLY PROHIBITED.**

Move-Out

Sunday October 2, 2016 6:05pm - 10:00pm

Monday October 3, 2016 8:00am - Noon

No dismantling or removal of exhibits or exhibit material will be permitted before 6:05pm on Sunday, October 2, 2016.

WARNING - All exhibit materials must be out of the Convention Center by Noon on Monday, October 3, 2016. Your space must be clean of all debris. If any materials are left behind, your company will be subject to a removal and cleaning fee. Marketplace Events is not responsible for any materials or displays that are left in the building after 12 noon.

SHOW HOURS

Thursday September 29, 2016 11:00am - 9:00pm

Friday September 30, 2016 11:00am - 9:00pm

Saturday October 1, 2016 10:00am - 9:00pm

Sunday October 2, 2016 10:00am - 6:00pm

Exhibitors may enter the show one hour before opening.

EXHIBITOR BADGES

Exhibitor badges are NOT mailed out prior to the show. Badges can be picked up in the Show Office during move-in and during show hours. Plastic badge holders are provided.

Exhibitor badges are required to identify you as an authorized exhibitor.

Six (6) exhibitor badges are provided for each 100 square feet of space purchased, with a maximum allotment of 24 badges per company.

If you have different staff members working your booth on different days, you are encouraged to drop off your badge each night in the Show Office, so that your company does not run out of badges during the show.

THE EXHIBITOR ENTRANCE WILL BE OPEN EACH SHOW DAY ONE HOUR BEFORE THE SHOW OPENS.

EXHIBITOR BADGES MUST NOT BE USED AS ADMISSION TICKETS AND CANNOT BE LEFT AT WILL CALL.

SHOW OFFICE

During move-in, show hours and move-out, Show Management will maintain a show office in the Convention Center. The office is located in Room 104 just before the entrance to Section 1. Look for the show office sign.

EXHIBITOR ENTRANCES DURING SHOW HOURS

During Show hours, Exhibitors must use the following entrances:

- Door # 7 - adjacent to the parking lot at the side of the building
- Exhibitor Entrance is located across the courtyard to the left of the main entrance. Follow the path and the signs to the Exhibitor Entrance, which leads into the Show Office.

The main entrance is for attendees and gets very crowded prior to opening each morning. You will not be allowed to bring in exhibit supplies through this entrance.

WILL CALL

Will Call is located at the main entrance, and **NOT** in the show office. Please leave your tickets in INDIVIDUALLY marked envelopes with FIRST AND LAST NAME on the front of the envelope.

EXHIBITOR BADGES ARE FOR EXHIBITORS, THEY ARE NOT TICKETS TO THE SHOW. THEY SHOULD NOT BE LEFT AT WILL CALL TO BE PICKED UP BY ATTENDEES OR PEOPLE WORKING IN YOUR BOOTH.

COMPLIMENTARY TICKETS

Each exhibitor will receive 10 complimentary tickets for each 100 square feet of space purchased with a maximum allotment of 40 tickets. These will be mailed out 3 weeks prior to the show. Tickets will only be mailed out if your account has been settled in full.

COMPLIMENTARY TICKETS ARE NOT PERMITTED TO BE DISTRIBUTED AT THE ENTRANCE TO THE SHOW. Use your tickets to invite potential customers to the show, as a thank you to good customers and for friends and family.

MARKETING OPPORTUNITIES FOR EXHIBITORS

Please visit our website www.JacksonvilleHomesShows.com and click on “MARKETING OPPORTUNITIES” at the bottom of the home page, to view the many affordable marketing opportunities that will maximize your investment in the show, and drive traffic to your booth.

DECORATOR SERVICES

Hale Northeastern is the show decorator and provides carpet, tables, chairs, cleaning, signage etc. Please order directly with them. These forms are available on our website www.jacksonvillehomeshows.com click on “EXHIBITOR KIT” at the bottom of the home page.

SECTIONS 1–5 ARE CARPETED AND BOOTHS WILL BE DEFINED BY BLACK DRAPE. SECTION 6 *AISLES ONLY* WILL BE CARPETED IN BLACK AND BOOTHS WILL BE DEFINED BY BLACK DRAPE.

PARKING

Exhibitor parking is located in the gated lot on Bay Street during show days. An exhibitor badge and parking pass is required for entry into the lot. Parking passes can be purchased in advance and during move in.

UTILITIES AND FOOD SAMPLING

The Prime Osborn Convention Center provides electrical power, water, telephone service and pre-paid parking permits.

All food sampling must be approved by SAVOR Jacksonville prior to the show. Beverage sampling is limited to 4 ounces and food samples 2 ounces or less.

These forms are available on our website www.jacksonvillehomeshows.com click on “EXHIBITOR KIT” at the bottom of the home page.

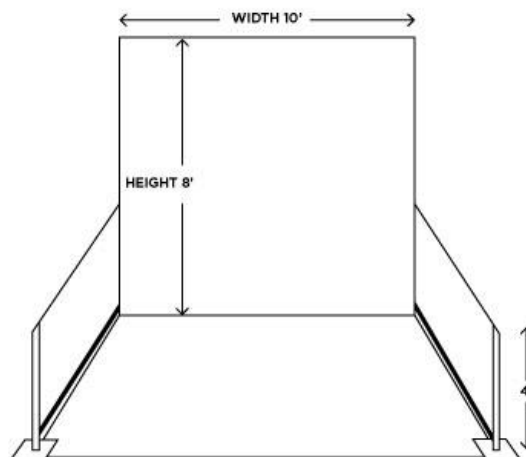
BOOTH INFORMATION, RULES & REGULATIONS

Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 32". The drape color is black. Tables, chairs, electricity etc. **are not included** with the cost of your exhibit booth.

Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back wall and sidewalls. If your display includes a sign attached to the back wall, you must get approval from show management and the following rules apply:

- TOTAL HEIGHT OF SIGN MUST NOT EXCEED 2 FEET FROM TOP OF DRAPE LINE
- Sign must be single sided, professionally finished on the back side and no PVC pipe allowed.

If you are using side walls as part of your display they must be completely finished on BOTH sides. All exposed wires, frames, wood etc., must not be visible to your neighbor. Unfinished sides will be covered at the exhibitor's expense.



VEHICLES IN EXHIBITS

If you plan on having a vehicle in your booth as part of your display, please contact Show Management for approval and move-in instructions.

- Visqueen must be put down on the floor before the vehicle is driven into place.
- All vehicles must have a locking gas cap or gas cap sealed with tape and no more than 1/4 tank of gas in the vehicle.
- A set of keys must be left with Show Management for the duration of the show.
- All vehicle batteries must be disconnected and cables taped.

FLOORING

Flooring is not included in the cost of your exhibit booth. **It is mandatory that all exhibit booths in SECTION 6 are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.** Carpeting, Astroturf, hardwood, tile, vinyl flooring etc., may be used.

All edges of carpeting must be secured using double sided tape on the underside of the carpet. The Fire Marshall checks each and every carpet prior to opening the show. Please make sure to take care of this. Duct tape is not permitted.

Visqueen must be placed on the floor before laying bricks, patios, mulch, etc. Do not drill holes, nail glue or affix flooring to the Prime Osborn flooring. Any damage to the Prime Osborne flooring will be repaired at the exhibitor's expense.

TABLE COVERINGS

It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all four sides. All skirting must be pressed and neat. **Use of plastic table cloths, sheets, shower curtains or any type of "makeshift" table cloths is not permitted.** We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense.

All inventory and personal items must be stored COMPLETELY OUT OF SIGHT. Your booth should look professional and inviting to the attendee.



STAFFING YOUR BOOTH

All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. **Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.**

Working in the aisles or distributing brochures, etc. from any other area other than your booth is prohibited. All activity must take place inside your contracted space.

AUDIO/SOUND/MUSIC

Use of audio equipment, microphones and musical instruments are permitted, however sound levels must be kept at a volume that Show Management deems reasonable.

Violators will receive one warning. If there is a problem with volume, Show Management reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

DEMONSTRATIONS AND HANDOUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do so outside the confines of their rented exhibit area. **Working in the aisle is strictly prohibited and will be enforced by show management.**

SECURITY

Security is provided by the Prime Osborne Convention Center and guards will be on duty 24 hours throughout the event. Every reasonable precaution will be taken to protect exhibitors' property, but Show Management assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

INSURANCE

Show Management is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Please refer to items #4 and 5 on your exhibitor contract/application or contact Show Management if you have questions.

SHIPPING INFORMATION

Hale Northeastern charges a drayage fee for handling any materials delivered to the convention center . Deliveries without company name and booth number will be declined. Contact Hale Northeastern if you are sending shipments ahead of your arrival. Marketplace Events and the Prime Osborn Convention Center is not authorized to accept your shipment. Delivery address:

Hale Northeastern
c/o Prime Osborn Convention Center
1000 Water Street Jacksonville FL 32204
Company name and booth number

ALL DELIVERIES COMING TO THE PRIME OSBORN CONVENTION CENTER FOR YOUR COMPANY MUST BE PICKED UP THE SAME DAY AS DELIVERED.
